

memorandum

DATE: JUL 31 1998
REPLY TO:
ATTN OF: LAAMBOS:3RK-029
SUBJECT: Display of DOE Security Badges

TO: Stanley Busboom, Director, S-DO, LANL, MS-G729

Recently there have been quite a number of e-mail messages regarding the subject issue. The following DOE/LAAO policy guidance is issued regarding the proper display of DOE security badges:

DOE Order Requirement

DOE M 5632.1C-1, chapter XIV-2, paragraph 3b, states, "*Badges shall be worn conspicuously, photo side out, in a location above the waist and on the front of the body...*"

Order Interpretation

As stated, the intent of the Order is for security badges to be worn showing unchallenged display of access authorization. I use the term "unchallenged display" to mean that the badge must be viewable (without a request) in a typical face to face arrangement, in the most common workplace personnel interfaces (i.e., standing, and sitting at a desk/table). The Order has determined, with this intent, that badges shall be worn "above the waist and on the front of the body."

Above the Waist

Above the waist should be above the belt line. The upper arm (considered above the waist in my definition) is allowable as long as the badge is conspicuous and is photo side out at all times.

Health and Safety Considerations

If badge display presents a health or safety risk to the bearer, then LANL should be creative in badge display and, as a last resort, allow limited deviation from the policy stated above. The order allows for this by stating, "...unless prohibited by health or safety considerations." For example, if badges strung onto lanyards presents a health and safety risk at a particular work station (similar to loose clothing, ties, hair, etc.), then lanyards should not be used. There are ways to reduce this risk, such as clipping badges to clothing close to the body or putting the badge in a badge slip.

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If it becomes justified for health and safety concerns (even when considering alternatives), it would be appropriate to "tuck" the badge, only at the work station in question. But keep in mind, individuals must have their security badge on their person while on DOE property.

Use of Arm Band Holders

Arm band holders are generally acceptable as long as they meet the intent of the Order. If the arm band holder cannot at all times display the badge "facing forward," then it is not acceptable. There are two choices for this: (1) eliminate the use of arm band holders or (2) modify the holders (e.g., by using velcro, snaps, etc.) so badges will face forward at all times.

I hope this policy memorandum will assist your organization and LANL to conform to DOE requirements in a sensible approach. If you have questions regarding this guidance, please contact me at (505) 665-4940 or e-mail rking@doe.lanl.gov.



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